



## Module 5c – draft emails

### Pre workshop email

Dear [name]

I am looking forward to seeing you at the third co-production workshop at [museum]. The workshop will take place on [date and time] in [location].

Attached is a “what to expect” document which has information about the workshop, including a schedule at the bottom.

In the workshop we will be creating a design brief for our experience or exhibit. Print outs of the design brief form will be provided at the workshop but if you would prefer a digital copy, the screen-readable file is attached. There is no need to look at this in advance.

## Post workshop email

Dear [name],

Thank you for attending the third co-production workshop at [museum].

I look forward to seeing you at the next workshop on [date].

If you have any questions in advance, please do let me know.